



HONOLULU LIQUOR COMMISSION

LICENSEE BULLETIN

Vol.1_5.27.20

Our New Reality

It's tough to see past the storm when you are in its eye, but we are all adjusting our sails to weather through it, together.

Aloha Licensees —

We understand how difficult and unsettling these past couple months have been, and that you are still dealing with financial uncertainty and the impact it has on your business and employees. As we navigate through these times together, please know that our first priority is the safety and well-being of our community, licensees, and employees. Physical distancing is our new reality, so to be in compliance, we implemented two major operational changes:

- ♦ **APPOINTMENTS ARE REQUIRED for the following services:**
 - Certificate of Registration (*aka Liquor ID Card*)
 - Server Training class (*see the Server Training Handout on our website*)
 - In-person review of license applications and permits
 - **fieldprint®** fingerprint service for applicants who need to be printed
- ♦ **For the months of June and July 2020, please visit us in Suite 111, our temporary office for the above services and waiting area for hearings.**

Thank you in advance for notifying your employees of our changes. As a reminder, please wear a cloth face mask and maintain appropriate physical distancing when visiting our office.

Important Dates to Remember

JUNE - JULY 2020:

**Visit us in
Suite 111**

TUESDAY 06/30/2020

Current FY20 Liquor License expires at midnight

WEDNESDAY 07/01/2020

New FY21 Liquor License must be posted to serve liquor

Gross Liquor Sales (GLS)
FY20 Report – first day to file

FRIDAY 07/31/2020

Gross Liquor Sales (GLS)
FY20 Report – last day to file

FRIDAY 10/30/2020

GLS Payment due, if applicable

Adjusting to Change

Since March, not only did we change how we live, but we changed how we work and how we do business. Part of that change includes implementing the following:

- For the months of June and July, please **visit us in Suite 111**. We are temporarily using this space to accommodate multiple Server Training classes, issuing Liquor ID Cards, and in-taking license applications and permits (including renewals).
- Commission Hearings are scheduled for June 4, 18, and 25. Please **report to Suite 111**. An investigator will let you know when it is your turn to go to Suite 600 for your agenda item.
- Waiver of the 2.35% credit card service fee for all transactions, including Liquor ID Cards, online license renewals, application fees, and gross liquor sales payments, for the months of June - October 2020.
- Waiver of the submission deadline for all administrative approval requests that are complete for June 2020, including:
 - Sampling Permits
 - Transient Vessel Licenses
 - Catering Licenses (1-3 days)
 - Temporary (1-3 days) Extension and Deletion of Premises
 - One-Day Special Liquor License (Non-Profit)
- All Certificates of Registration (Liquor ID Cards) that expired between March 18 – May 31, 2020 will be given an automatic 90-day extension.
- FY20 Annual Gross Liquor Sales Reports are still due on Friday, July 31, 2020; however, the deadline to submit the FY 20 GLS Payment is extended to Friday, October 30, 2020.
- Partial and temporary GLS reports and payments are due when normally required.
- Due to physical distancing requirements, you must **MAKE AN APPOINTMENT** for all services.



HONOLULU LIQUOR COMMISSION

LICENSEE BULLETIN

Vol.1_5.27.20

2020 Amnesty Program

We have seen a growing number of licensees receiving a citation for not reporting principals; alterations; or lawful gaming devices, entertainment machines and equipment. To address the problem, the Commission is encouraging disclosure, without enforcement repercussion, by initiating the **2020 Amnesty Program**, for a period of six months from **May 1, 2020** through **October 30, 2020**. We recommend that all licensees take advantage of this temporary disclosure window to update and correct their records to be in compliance with the Hawaii Revised Statutes and/or the Rules of the Liquor Commission.

Licensees who report the following items and submit the required documentation by the October 30, 2020 deadline, shall not receive a citation under the **2020 Amnesty Program**:

- 1) **NEW and/or UNREPORTED PRINCIPALS.**
Licensees must report any new and/or unreported principals by submitting all required documentation ([*see 017 Checklist](#)) by close of business on October 30, 2020. (Principals include: officers, directors, managers, members, partners)
- 2) **ALTERATIONS MADE WITHOUT PRIOR COMMISSION APPROVAL.**
Licensees must report any unapproved permanent reduction or permanent increase of the licensed premises by submitting all required documentation ([*see 013 Checklist](#)) by the close of business on October 30, 2020. Licensees must report any unapproved internal renovations made to the premises by submitting all required documentation ([*see 015 Checklist](#)) by the close of business on October 30, 2020.
- 3) **LAWFUL GAMING DEVICES AND ENTERTAINMENT MACHINES & EQUIPMENT.**
Licensees must report any lawful gaming devices, table games, karaoke machines, dart machines, pool tables, and other forms of entertainment machines and equipment, as allowed by rule, by submitting a complete [*Form LIQ-LIC-111](#) by the close of business on October 30, 2020. Late notifications made after the October 30, 2020 deadline may subject a licensee to fines or penalties through the citation process. Please contact us at liq-licensing@honolulu.gov you have any questions.

****Please visit the FORMS/DOCUMENTS page on our website, www.honolulu.gov/liq to access these items.***



Livescan Fingerprint Collection - *new process for applicants and licensees*

To better serve you, the Honolulu Liquor Commission is utilizing the services of **fieldprint®** for fingerprint collection needs. Written instructions on how to schedule an appointment with **fieldprint®** will be provided during the application process. You then need to create an account and schedule a fingerprint collection appointment, at your convenience, at any one of the five **fieldprint®** locations on Oahu.

HONOLULU

- * 7192 Kalanianaʻole Highway
- * 2046 North King Street
- * 64 South Hotel Street

KUNIA

- * 92-1770 Kunia Road

WAIPAHU

- * 94-050 Farrington Highway

fieldprint® is the largest nationwide electronic fingerprinting network with more than 1,300 Livescan sites across the United States and its territories.